



# Willow Preschool

A Great Place to Grow

Parent Handbook

2022-2023

Willow Preschool  
Willow Creek Community Church  
67 Algonquin Road  
South Barrington, IL 60010



# Willow Preschool

## Mission Statement

The Mission of Willow Preschool is to provide a Christ Centered program that allows young children the opportunity to grow spiritually, physically, mentally, and emotionally through learning about the love of Jesus and participating in age appropriate activities.

## Program Goals

- To offer each child a safe, Christ-Centered environment that promotes the total development of the child
- To emphasize love and acceptance for each child as a unique individual by allowing the opportunity to progress at their own pace
- To stimulate and challenge each child through opportunities like music, art, and play
- To guide each child's behavior through positive reinforcement techniques
- To nurture a life-long love of learning
- To provide an atmosphere that is inviting for parents/families
- To provide age appropriate activities for every child

## Learning Programs

At Willow Preschool, we believe that children learn by doing and exploring the world around them. Our learning programs encourage children to learn at their own pace in settings that are friendly, supportive and FUN! Each learning program is designed to meet children's spiritual, physical, mental, and emotional needs. We will have themes throughout the year that correspond with Biblical concepts. Our learning centers and circle time will be centered around educational themes. We will use basic Literacy, Music, Math, Art and Science themes and also your typical shapes, colors, numbers, alphabet and Holiday themes as well.

Play-learning is a big part of our curriculum. Games, stories, creative art experiences and dramatic play help preschoolers master new skills as they gain self-confidence. We encourage our students to be creative through words, thoughts, movement, and art. Experiences are planned to help children make decisions and problem solve. Special attention is given at this age to developing pre-reading skills.

We use "Handwriting Without Tears" for our handwriting curriculum. Jolly Phonics, alongside basic Kindergarten readiness skills will also be incorporated. Our Bible curriculum is focused on basic Bible stories and concepts.

# Enrollment Requirements

## Age Requirements

Willow Preschool enrolls children that turn 2, or 3, or 4-years-old on or before September 1, 2021. Children will be enrolled in the appropriate program based on their age. We also accept children turning 5 on or before September 1, 2022. These children will be placed in our 4 year old program.

## Potty Training Requirements

ALL children enrolled in our 3's and 4's classes are required to be fully potty trained. 2 year olds are not required to be potty trained. We will work with your child/family if you decide to train your child during the school year. We will support your child in this process while at school.

NOTE: We understand that "accidents" occur with preschool aged children and we expect them from time to time. We also understand that potty training is especially difficult for some children. We will however have to discuss other options if your child is having daily accidents. Each situation will be handled privately and on a case by case basis.

A non-refundable enrollment fee is required at enrollment to guarantee your child's place in a classroom. We have the right to cancel or combine classrooms for lack of enrollment. In this case, your fee will be refunded.

All information regarding children and their families will be kept in strictest confidence. Records pertaining to children shall not be made available to unauthorized persons for inspection, review or duplication.

## Separation and Anxiety

Some children have difficulty separating from their parents. Most children have an adjustment period during which separation is difficult and anxiety occurs. We encourage you to view this as normal and typical behavior for a young child and not to be unduly upset by it. It is easier for everyone if you separate quickly and matter-of-factly when arriving with your child. Our staff is trained to help your child in his/her transition to the program. We will be responsive and caring to each child's needs. Please do not linger in the classroom and/or hallways after drop off time. We will notify you if your child cannot be consoled. Our goal is 100% retainment and we will work hard to make you and your child feel comfortable.

## Tuition

A yearly tuition is due per child but for your convenience, it has been divided into 9 monthly payments. Tuition may be paid monthly or in full by August 20, 2022. Tuition is due by the 20th of each month Aug 2022 thru April 2023.

You are responsible for keeping up with your account. Any NSF or problems with payments not posting will be charged a \$25.00 late fee.

**Due Upon Enrollment:** \$125.00 to enroll/hold your child's spot (non-refundable)  
**Monthly Tuition:** Due August 20th thru April 20th (9 months)  
**Full Tuition Option:** Due August 20th for entire school year

**Mon - Fri Tuition:** \$500.00 per month x 9 months = \$4,500.00  
\*\*PLUS \$125.00 enrollment fee

**MWF Tuition:** \$375.00 per month x 9 months = \$3,375.00  
\*\*PLUS \$125.00 enrollment fee

**TTh Tuition:** \$280.00 per month x 9 months = \$2,520.00  
\*\*PLUS \$125.00 enrollment fee

## School Hours/School Year

September 6/7, 2022 are the first days of school for the 2022/2023 school year. The last days of school for the year will be May 23/24, 2023. All classes meet from 9 a.m.–12 noon. We will follow Barrington 220 school district for Christmas and Spring Break. Please see Willow Preschool Yearly Calendar for all school dates and closings.

## Morning Drop-Off Procedure

Entrance F will be the Willow Preschool entrance. All families will receive a key card that will open the Entrance F doors at 8:50 each school day morning. The inside hallway doors can be opened at 8:55 a.m. by the same key card. Teachers will be ready to receive students at that time. Each student will need to be signed in daily. See your teacher packet for more information. Doors to the preschool area will only be available to use with key cards until 9:15 a.m. After that time, you will need to be let in the facility by a Willow Preschool staff member. Please make every effort to arrive and have your child in their classroom by 9 a.m.

## Noon Pick-Up Procedure

Entrance F doors will be open for pick up with your keycard at 11:50 a.m. The inside hallway doors can be opened at 11:55 for entry into the hallway for dismissal. The teachers will release children at 12 noon. Please wait for teachers to open their doors for dismissal. Each student will need to be signed out daily. Please make every effort to arrive at 12 noon to pick up your child. We understand that from time to time, things happen but habitual tardiness will not be tolerated.

### Late Pick Up:

1st Late Pick Up: You will be given a written reminder and no fee

2nd Late Pick Up: You will be charged a \$25 late fee for arrival after 12:10 p.m. and \$25 every 15 minutes thereafter

## Key Card Access to Building

Each family will get 2 free key cards to enter the F building for drop off and pick up. Additional key cards can be purchased for \$10 each. For each key card - we need the name and email address associated with the card. IF the card is lost - PLEASE NOTIFY US IMMEDIATELY. We will need to cancel the card and replace it. There will be a \$10 replacement fee.

## Positive Discipline Policy

Managing children's behavior is an important part of the educational process. Discipline is not synonymous with punishment. Effective discipline helps children gain self-control and aids in developing a positive self-concept. Through positive management techniques, a child can learn to handle conflicts in a peaceful and effective manner.

Staff members of Willow Preschool shall use the following guides to speech and action:

- Use positive techniques of guidance, including: redirection, anticipation of and elimination of potential problems, positive reinforcement, appropriate alternatives, encouragement and praise
- Establish and maintain clear, consistent rules for the children
- Redirection to a quiet time activity until the child is able to re-enter positive play with others
- Speak positively and focus on desired behavior
- Refrain from the use of humiliating, frightening or harsh language
- Refrain from taking away toileting, rest, snack as punishment
- Refrain from any form of corporal/emotional/verbal punishment of any kind
- Involve the children in socially acceptable ways to resolve social conflict

There are situations where a child's behavior resists all remedies. Should this occur, a meeting with the child's parents will be set up to work together to formulate a plan of action for all concerned. In some cases, if a resolution cannot be found, or if the safety of children/staff is deemed at risk, dismissal from the program may occur.

## Parent Communication and Special Circumstances

Our goal is to work with families in the best interest of their children at all times. Please know that we appreciate communication and feedback. We have an open door policy for our families. Please reach out if we can help you or your family in any way. We want to be made aware of changes in circumstances in families so we may help your child. All forms of communication will be held in the strictest confidence. Children are dropped off and picked up at the door daily. This can be a chaotic time to chat with teachers privately. All efforts will be made to assure that we communicate with parents as much as possible. Monthly newsletters and calendars will be sent home. As well as weekly updates via email. The Director will also be available to you with any questions or concerns about your child or anything that may concern you. The Director and teachers will share email and phone numbers so that you can contact them when necessary. We love our families and want you to feel welcome at Willow Preschool.

## Peanut-Free Facility

Willow Preschool is a peanut-free facility. This includes peanuts, tree nuts, etc. Please make every effort to provide snacks for your child accordingly. We will keep safe options on hand if by chance you send a snack that doesn't adhere to the peanut free policy. Your child will be fed the peanut free snack if this occurs. Please avoid the following ingredients when choosing your child's snack:

- Peanuts/Tree Nuts \*including Peanut Butter/Nut Butter
- Peanut Oil
- Nut items of any kind

Any other allergy concerns specific to your child's classroom will be communicated with you at the beginning of the school year. PLEASE notify us of any allergies your child may have.

## Snack Policy

All children will bring their own snack and water to school for snack time. This is a great opportunity for teachers to help students learn to open and eat their own

snacks and clean up after themselves. \*please do not send snacks with peanut products

We do not serve food at Willow Preschool. Bottled water is available to the children at any time. Please see your classroom teacher packet for more information on snack time.

## **Birthday and Special Occasion Celebrations**

Celebrations are an important part of a child's life! Please coordinate with your child's teacher if you'd like to celebrate your child's birthday at school. We will also have special party days, cooking days, etc. where we will have peanut-free snacks and treats.

If you will be celebrating your child's birthday outside of school, but will not be inviting the whole class, please refrain from putting invitations in children's bags/cubbies. If the whole class is invited, feel free to give out invitations at school. If your child has any food allergies, please communicate with your child's teacher and school Director. See the Safety and Health Policy Handbook for more information.

## **Immunization Policy**

All children are required to have up-to-date immunization records as indicated by the Cook County Health Department on file with the Director by the first day of attendance. The only exception to these requirements will be a signed and dated directive from your child's doctor stating that your child cannot complete all immunizations, as it would be hazardous to your child's health or for religious reasons. Please see the Safety and Health Policy Handbook for more information on all Health Policies.

## **Mandated Reporting**

Willow Preschool and staff are obligated by law to report any suspected cases of abuse or neglect to the DCFS (Department of Children and Family Services) of Illinois.

We take the safety of everyone who attends Willow Preschool very seriously. We abide by a robust protection plan, as well as specific policies that govern the protection of those who attend or work at Willow Preschool. The Preschool is located in a secured area with only key card access. All staff are background checked. If you have questions surrounding our protection plan specifically, we are happy to share that information.

## Sick Policy

Children should NOT attend school if they have any of the following symptoms:

- Fever of 100 or higher. They must be fever free without medication for 24 hours
- Diarrhea - if your child has more than one abnormal/loose stool, please keep them home
- Vomiting - please keep your child home if they have vomited within the last 24 hours
- All rashes
- Diagnosed illness with antibiotic treatment - please keep them home for at least 24 hours after starting an antibiotic
- Lice/Scabies - children cannot return to school until treated and “nit-free”
- Willow Preschool will not administer medication/creams of any kind to children in our care (exceptions will be made in life saving situations ex: EpiPen)

## Classroom Schedule

Each classroom teacher will provide you with a Teacher Packet full of information for you. The classroom schedule will be included in that packet. Please dress your child in play clothing for school days. We love messy play! We will also be playing outdoors as much as possible so send your child with the appropriate outdoor wear as appropriate. Our staff will also be dressed in casual clothing to interact with the children. Shoes should be comfortable and safe for indoor and outdoor play. Every child will need a complete change of clothing, including underwear and socks, to be sent in a clear plastic bag labeled with the child's name. This must remain at school during the school year.

Tote bags will be provided to students to bring their items to and from school.

## Emergency Cards and Approved Pick Up Lists

An up-to-date emergency card is kept on file and with your child's teacher at all times. It is your responsibility to update your contact information and approved pick up list when necessary. Our first contact in an emergency situation will always be the parents/guardians. If you cannot be reached, we will begin to contact your emergency contacts/approved pick up list. In the event of a serious injury or medical emergency, 911 will be called immediately. See the Safety and Health Policies Handbook for more detailed information.

Children will NOT be dismissed to anyone who is not on your child's emergency contact form or without written permission from parent/guardian. Persons other than the parent/guardian will be required to provide a state issued ID to prove identity. Once a pick up person is known to staff, the ID will not be required.



## Attendance and Absences

Fees are based on registration and not attendance. Refunds are not provided for missed days. The school year is based upon 36 weeks of school (not including Christmas and Spring Break). Tuition is based upon 36 weeks of attendance and broken into 9 monthly payments for your convenience.

## Admission and Discharge Policies

Willow Preschool will have an open enrollment policy on a first come, first serve basis as capacity allows. You as the parent may withdraw your child from Willow Preschool with a 30 day notice to the Willow Preschool Director. Willow Preschool may discharge a child from the program if it is deemed that a child's enrollment in the program is not in the best interest of the child or the program. Discharge of a child will not happen without a verbal discussion with the parent.

## Snow/Calamity Days

- Barrington 220 Canceled - Willow Preschool Canceled
- Barrington 220 1 hour delay - Willow Preschool 1 hour delay (10 to 12 noon)
- No refunds will be given for snow days
- We will make up snow days after 5 days missed

## Personal Belongings

Please do not allow your child to bring personal belongings to school (other than clothing items/snack items). We cannot be responsible for loss/damage to personal items.

## Field Trips

Willow Preschool does not provide any transportation. In the event that a field trip is scheduled, it will be the responsibility of the parent to transport to and from the event.

## Willow Preschool Inclusion

Willow Preschool accepts any child regardless of (or does not discriminate against) race, religion, gender, ability, nationality, or economic status. We are committed to inclusivity and ensuring every child in our program is fully supported. As such, we will work with each child's parent(s) to ensure appropriate placement and provide

accommodations to the greatest extent possible for those who need them. Though there may be children whose needs are beyond the scope of our care, each situation will be handled with respect. All decisions regarding enrollment will be made with the best interest of the child and program in mind.

## Personal Information

All family and child information will be kept completely confidential

## COVID-19

Willow Preschool follows the DCFS of Illinois guidelines in regards to testing, shutdowns, notification processes etc...

Willow Preschool takes the health of our staff and students seriously by mitigating the potential spread of COVID-19. Our cleaning and sanitization procedures include wiping surfaces throughout the day, increased hand washing, daily sanitation as well as periodic electrostatic spraying of the facility.